



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200

www.clarkcountynv.gov

Part-Time Employment

**For the position of: RECREATION PROGRAM ASSISTANT
RECREATION SITE SUPERVISOR**

Location: Safekey-Positions available in Southwest, Northeast and Central Metropolitan areas

2601 E. Sunset Rd. Las Vegas, NV 89120

(702) 455-8251 Phone

Applications are available at www.clarkcountynv.gov or at our Safekey office.

SALARY - \$ 9 – 12 Hourly

OPENING DATE: School Year 2012/2013

CLOSING DATE: Continuous

ABOUT THE POSITION:

Applicant will be responsible for supervision of children ages 6-12 in an active environment facilitating recreational activities such as board games, sports, arts & crafts, and special events. Employee will serve as a positive role model for participants promoting and ensuring County department and Safekey policies and procedures are followed. Mandatory trainings may also be required. Supervisors will have additional responsibilities such as payroll, money handling, staff supervision, etc.

Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

OF VACANCIES: SEVERAL

MINIMUM REQUIREMENTS

Education and Experience: Applicant must have a high school diploma/equivalent, or currently attending high school.

Preferred Qualifications: Energetic, organized, and enthusiastic applicants with previous experience leading children in a recreation setting. Flexibility in work site is desired.

Licensing and Certification: CPR & First Aid certification required after hired.

Working Conditions: This position requires working both mornings between 6:30 - 9:00 a.m. & afternoons between 2 – 6 p.m. at Clark County School District properties.

Background Investigations: Employment is contingent upon the results of a background investigation or ability to obtain a work permit.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at

<http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf>

Apply in person to guarantee receipt of applications. Time permitting, on the spot interviews may be conducted.

Clark County Is An Equal Opportunity Employer

04/09